



Candidate Information

Administration Assistant
High School Program
Perth

May 2019

● Investing in Potential ● Inspiring Excellence ● Transforming Lives

The Opportunity

- ⦿ Use your administrative skills to make a difference to Indigenous education
 - ⦿ Varied role with plenty of people contact
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At Aurora, our goal is for every Indigenous student to access the right educational opportunities so they realise their academic potential. For some, that's completing Year 12 and for others, that's a PhD from Harvard. We're aiming to shift the paradigm about what is possible for Aboriginal and Torres Strait Islander Australians; starting with students in Year 8 with our high school program, all the way through to post-graduate studies at international universities with our scholarships program. We invest in potential to inspire excellence and transform lives.

As Administrative Assistant, you will support our program staff to deliver our unique High School Program for Indigenous students. You will undertake a range administrative of duties, everything from answering the phone to attending our academic camps.

You will like turning your hand to a variety of activities and be comfortable working to multiple deadlines. You will enjoy using your well-developed communication skills to liaise with different program stakeholders. You will be well-organised, efficient and have a real appreciation for the importance of detail. You will be comfortable working with a range of technology including the Microsoft suite and databases.

We offer a values-driven, team environment, where we are each committed to the purpose of our organisation. You will be well-supported, starting with our orientation program and beyond, and will benefit from our collegiate approach to our work. In addition to a competitive salary, you will have immediate access to salary packaging benefits.

**This role is available only to Aboriginal and/or
Torres Strait Islander candidates**

How to Apply

Send a covering **letter** outlining your interest in the role and salary expectations as well as your **resume** to Richard Craze at First People's Recruitment Solutions:

E richard@fprs.com.au

M 0418 774 623

W www.fprs.com.au



About Our High School Program

- ⦿ Launched in 2011, our High School Program enhances educational engagement and improving academic outcomes for Aboriginal and Torres Strait Islander high school students. The Program takes students from Year 8 and works with them to support their aspirations through to the end of their first year out of high school.
- ⦿ Our academic enrichment program involves academic camps during school holidays, tutoring and ongoing mentoring and support for its students. Our programs currently operate in Perth, South West Region in Western Australia and Western Sydney, with head office in Alexandria, Sydney. This program is a long-term, intensive program and provides:
 - 200 hours of support each year for 6 years to each student
 - 20 days of camps each year
 - Individual academic support (tutoring, mentoring, academic resources and equipment)
 - Pastoral care and post-school transition support
 - Connections with high-achieving Indigenous university students and graduates.
- ⦿ Our impact so far is:
 - Our students have three times the national Indigenous rate in ATAR attainment
 - Our students have twice the national Indigenous university enrolment rate
 - 100% of our students said that the Program raised their academic expectations; and
 - 100% were more confident of reach their future goals.
- ⦿ An independent evaluation by Nous Group concluded that the Program is **unique**. In the Australian context, its uniqueness lies in that fact that it:
 - Provides a combination of academic focused, culturally responsive activities that includes social and practical supports to strengthen academic and career aspirations, overcome socioeconomic barriers and respond to discrimination
 - Delivers supports to students in their schools, with a particular focus on public schools, rather than requiring them to transition into private schools
 - Is offered to students early (in Year 8)
 - Provides intensive support throughout high school (consistent with international best practice).

What our stakeholders say

⦿ As a parent it was a great feeling to see how invested all the [high school program] teachers and staff were in my son's education. After 12 months with TAI he has become a very proud young Aboriginal man and I'd like to thank you all again for the difference you're making in his and our lives.

Parent

⦿ I honestly don't think all of the [high school program] staff know how truly grateful we are for everything you do for us. The experiences we have, the people we meet and the places we go open up a whole new and incredible world. You help us believe that, when it comes to our future, anything is possible.

Student



Role Statement

Role:	Administration Assistant
Reports to:	Program Coordinator - Perth
Employment Status:	Permanent (subject to funding), full-time (38 hours per week)
Location:	Perth – currently offices at Edith Cowan University and Curtin University

Position Purpose

As part of a small team, this role assists our program staff to effectively run our Perth High School Program by providing administrative support across a range of activities.

Success measures in this role include:

- Timeliness and accuracy of task completion.
 - Efficiency of administrative processes.
 - Contribution to team dynamics.
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Responsibilities & Key Activities

Administrative Support

- Act as a first point of contact for general telephone and email enquiries
- Assist in managing stakeholder relationship by liaising with students, their families, Elders, mentors and schools, and responding to their enquiries or requests.
- Assist with program documentation such handbooks, promotional material and presentations.
- Assist with research on aspects of the program, as required.
- Assist with the purchasing of resources used in the delivery of the program.
- Maintain a soft and hard copy filing system for all program documentation and correspondence.
- Maintain the CRM with up-to-date and accurate information on stakeholders.
- Assist with organising academic camps, workshops and events.

Team Collaboration

- Contribute to the development and continuous improvement of the High School Program's policies and processes.
- Connect with the High School Program teams based in other locations to maintain a consistent approach to administrative matters.
- Participate in regular team meetings and provide reports as required.
- Provide administrative assistance to other teams as required.
- Attend to all facilities and maintenance activities required for the Perth location, in conjunction with the Corporate Services team (Sydney-based).

Child Safety

- Comply with the National Child Safety, Code of Conduct and Procedure.
- Provide a welcoming and safe environment for children and young people.
- Promote the safety and wellbeing of children and young people associated with the program.
- Interact with children and young people in ways which are positive and safe.
- Provide adequate care and supervision of children and young people associated with the program.
- Act as a positive role model for children and young people.
- Report to the National Program Manager or other appropriate person any suspicions, concerns, allegations or disclosures of alleged abuse against children and young people.

Organisational Contribution

- Work collaboratively with team members to contribute broadly to the achievement of Aurora objectives.
- Participate in organisational and team planning initiatives.
- Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and Aurora's policies and procedures.
- Undertake other responsibilities and duties within the scope of this role, as directed.

Selection Criteria

Essential

- To be Aboriginal or Torres Strait Islander is a genuine occupational requirement of this role under Clause 50 of the Equal Opportunity Act 1984 (WA)
- A demonstrated understanding of Indigenous histories, cultures, organisations and the issues facing Indigenous people in Australia meeting their aspirations for their communities and families.
- The ability to communicate effectively with Indigenous people, stakeholders and organisations.
- Demonstrated ability to provide administrative support
- Good work organisation skills with the ability to work to deadlines
- An eye for detail
- Strong interpersonal skills with the confidence to deal with a wide range of stakeholders
- Good written communication skills
- A collaborative, proactive and solutions-oriented approach to work
- High level of discretion in relation to confidential and sensitive information
- Strong general computer literacy, with intermediate skills in Microsoft Excel and Word

Desirable

- Tertiary or vocational qualifications
- Experience working with Aboriginal and Torres Strait Islander young people

Other Requirements

- Satisfactory police check
- Willingness to obtain a Working with Children / Vulnerable People Check
- Driver's licence
- Availability to attend residential camps during school holidays

Our organisation is committed to child safety. We have zero tolerance of child abuse. Our robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out working with children, police records and reference checks (as we see fit) to ensure that we are recruiting the right people.

Working With Us

Our five key reasons to join our team are:



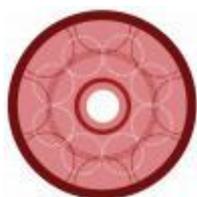
You'll make a difference

Be part of our positive change to create a society where Aboriginal & Torres Strait Islander people have the same educational opportunities as all Australians. We know that our programs have a systemic impact.



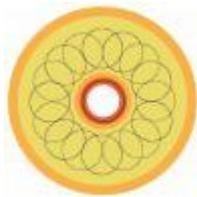
You'll learn

We are constantly striving for excellence, looking at the latest research and punching above our weight. This means we are all learning and growing.



We stand out

Our programs have been described by independent evaluators as unique and our results incredible. We have the courage to look at issues from alternative perspectives and tackle them differently.



We're dynamic

We work hard yet our work environment is relaxed, friendly and supportive. We are all here for the same reason and work together to achieve outcomes for our stakeholders. We all enjoy our regular staff development meetings, celebrations of key events and our Wednesday updates.



We live our values

Our work is guided by our values: **respect** allows to **collaborate** meaningfully and authentically which leads us to be **accountable** for what we do which in turn enables us to make an **impact**.

About Aurora

Our Vision

A future where there is no education gap and where the next generation of Aboriginal and Torres Strait Islander Australians will achieve equitable participation at the highest level – in the professions, in boardrooms and across government.

Our Aspiration

Through our interconnected programs, we aim to engage with over 50,000 Indigenous people across Australia over the next five years. We want to inspire every student, connect them with educational opportunities that reach their best potential and guide them along the way. In doing this, we will continue the shift in conversation to one of proud, smart, ambitious Indigenous students with limitless potential and options for achievement and leadership in the workforce and community.

Our Values

Respect allows us to **collaborate** meaningfully and authentically, which leads us to be **accountable** for what we do, and in turn, enables us to make an **impact**.

	<p>Respect</p> <ul style="list-style-type: none"> • We respect Aboriginal and Torres Strait Islander people as the custodians of the land on which we work. • We treat each other and our stakeholders with dignity and respect at all times. • We develop culturally safe spaces and foster awareness and acceptance of culture, identity and beliefs.
	<p>Collaboration</p> <ul style="list-style-type: none"> • We welcome feedback and adapt our practices and approaches when needed. • We understand that that success can't be achieved in isolation. • We participate equally and cooperatively in partnerships with community and stakeholders. • We share information, knowledge and skills across the organisation.
	<p>Accountability</p> <ul style="list-style-type: none"> • We deliver what we commit to. • We pursue excellence in everything we do. • We take responsibility for our actions. • We are responsive and transparent in the way we work.
	<p>Impact</p> <ul style="list-style-type: none"> • We aim to have a positive impact. • We innovate to achieve results. • We look to effect change in perceptions, outcomes and opportunities. • We believe in empowering ourselves and others to realise our full potential.


AURORA
 EDUCATION FOUNDATION

Our Programs

Aurora's programs provide Indigenous students with intensive, ongoing and tailored support through each stage of their educational journeys, from high school through to postgraduate studies. We currently operate in NSW and Western Australia and our Internship Program supports Host organisations nation-wide. Here's a snapshot what we do:

Aurora's Programs



The Aspiration Initiative High School Program

Our **High School Program**, The Aspiration Initiative, provides intensive academic support over a 6 year period to Indigenous high school students and builds their confidence, resilience and aspirations.



Indigenous Scholarships Portal

Aurora's **Indigenous Scholarships Portal** is an innovative technology solution that simplifies the process of applying for scholarships to allow more Indigenous students to access financial support and complete their degrees.



Aurora Internship Program

Internship Program facilitates funded internships for Indigenous university students and graduates at Indigenous-sector organisations, and builds vital career exposure and pathways.



International Pathways

Aurora's annual **International University Study Tour** takes high-performing Indigenous students and graduates to visit some of the world's leading universities in the UK and US, fostering their aspirations and capacity to apply for postgraduate studies to these institutions.



International Pathways

International Postgraduate Scholarship program supports talented Indigenous scholars to aspire to, apply for and successfully complete postgraduate studies at world-leading universities. Scholarships are awarded through the Charlie Perkins Scholarship Trust and the Roberta Sykes Indigenous Education Foundation and delivered by Aurora.



Aurora Outreach

Academic Outreach Program connects outstanding Indigenous scholars from Aurora's network with high school students in schools and communities.

Our Organisational Chart

